

~~CONFIDENTIAL~~ ~~SECRET~~

Approved For Release 2000/04/14 : CIA-RDP78-03568A000600020006-7

DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
OFFICE OR STAFF	GENERAL SERVICES OFFICE	CONTROL NO.	NEW BR. & DIV. TOTALS	CODE	(Machine Records)		
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.		
<u>PRINTING AND REPRODUCTION DIVISION</u>			<u>PRINTING AND REPRODUCTION DIVISION</u>				
<u>PRINTING BRANCH</u>			<u>PRINTING BRANCH</u>				
<u>COMPOSITION SECTION</u>			<u>COMPOSITION SECTION</u>				
<u>COMPOSING UNIT</u>			<u>COMPOSING UNIT</u>				
Varitypist Sup	GS-324 4	L 115	Varitypist	GS-324 4	L 471		
Varitypist	GS-324 3	L 116	Varitypist	GS-324 4	L 471.01		
Varitypist	GS-324 3	L 116.01	Varitypist	GS-324 4	L 471.02		
As requested by Chief, General Services, by memorandum dated 19 October 1953. Does not effect T/O strength.							
NEW OFFICE TOTALS			APPROVAL				
T/O strength 25X9A2			25X1A9a				
<del>CONFIDENTIAL</del>			<del>SECRET</del>				
			Chief, Class. & Wage Div.				

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TO : Chief, Classification and Wage Division

DATE: 19 October 1953

FROM : Chief, General Services Office

SUBJECT: Change in Title and Grade of T/O Position

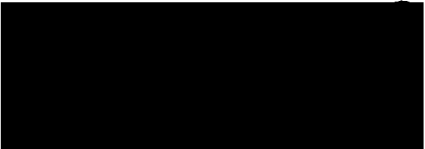
1. Reference is made to "Classification Survey of the Printing and Reproduction Division, Office of General Services," dated 14 August 1952.

2. This survey established Position No. L115, GS-4 Varitypist Supervisor, as an incumbency allocation, since the incumbent was not actually performing supervisory functions, and recommended that at such time as the position was vacated it be reduced to a GS-3 Varitypist position. The employee occupying this position at the time of the survey was reassigned to another type of position effective 30 August 1953.

3. The employee presently occupying Position No. L115 performs duties similar to those performed by the incumbents of Positions Nos. L116 and L116.01, which are now classified as GS-3 Varitypists. At the moment, Mr. [REDACTED] of your office is reviewing these three positions at our request with a view toward possibly reclassifying them to the GS-4 level based on additional duties being performed which do not presently appear in the position description for L116.

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4. It would be appreciated if you would kindly advise this office as to whether or not the three positions involved can be upgraded to GS-4.

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